



Internal Job Posting

Enrollment Coordinator – Kalamazoo

RN or MSW preferred

Key Responsibilities and Accountabilities:

Evaluate potential enrollees for the program to determine participant's need and to determine if they meet eligibility criteria in accordance with current existing federal, state, and local standards, as well as our established policies and procedures, and as may be directed by the Director of Outreach and Enrollment Services to assure comprehensive, accurate determination of eligible enrollees.

- Provides information to potential enrollees, families, caregivers, referral sources, etc. regarding CentraCare and the services provided.
- Schedules appointments and conducts in-home intake assessments with potential enrollees and families to determine participant needs and potential eligibility.
- Reviews Participant Handbook, including benefits, grievances, and Bill of Rights.
- Works in conjunction with the IDT team to inform about potential enrollees needs and eligibility.
- Leads and facilitates Enrollment meetings with center enrollment team
- Coordinates Michigan Level of Care Determination decisions with State Health and Human Services personnel.
- Reviews Medicaid eligibility status for referral for Medicaid benefit consultation as indicated.
- Completes appropriate documentation related to participant assessments in EHR as required.
- Maintains statistical data as required including intake log and status reports.
- Monitors assessment process to assure timeliness in processing new applicants.

Qualifications

- Must possess Bachelor's degree in a Health Related Field. Registered Nurse or MSW preferred.
- Minimum of one year experience working with the frail, elderly, or long-term care population.
- Must have experience in a health care setting working directly with individuals.

Full job description is available upon request.

This position is open to all current CentraCare employees. This position has been posted externally, as well. If interested in this position, please apply online at www.smartrecruiters.com/CentraCare1 no later than March 17, 2015.